

## Planning your days at home and support during lockdown

We are again in a national lockdown and for most of you, school is closed. It is okay to feel anxious and stressed about everything that is going on. Our routine has been completely changed again and the 'new normal' is not so normal anymore.

The good thing is, that things will change again and with the roll out of the vaccine and this break in seeing each other, things will get back to how we want them to be. It is going to take time and we must be patient. During this time, it is good to develop a new routine and it is good to plan how our days are going to look and how much time we are going to spend doing certain things. Use your timetable to guide you to the order in which you need to complete your work, which has been set on class charts, and identify which live lesson or teams that you should be attending. One of the most important things to focus on at the moment is our physical and mental health and the staff at CVEA are here for you throughout. You have a lot of people who care about you and you can contact.

I know you may worry about your work and the education you are missing in school, but you can and will catch up on your education, I do want you to stop and think for a minute about your time at home, you are learning vital life skills during this period of time and these skills are called transferable skills because you use them in everyday life and everyday activities. If we take something like cooking for example, you use lots of different skills that you could use in everyday life and from across all subjects. If you think about it, you can apply a subject to everything that we are doing.

Remember though, you do need to plan your day and make sure that you build in some 'you' time to make this whole situation a little easier for you than it is. Included is an example plan for your school day which we can fill in each day to help you organise your day and time.

Life is not normal at the moment, it is okay to be anxious and stressed, and it is okay to not understand what is going on and your own feelings. It is okay to talk to people that you trust and there are things that you can do to help you get through this time. Here are a few examples:

- **A worry book** – This is a book that belongs to you, when you feel stressed, angry, or anxious you can write down your thoughts in this book. This book is your property, and no one can look at it unless you invite them to. When you do invite someone to look at your book this is because you want them to know how you feel and because you want to talk about it.
- **A stress ball/toy** – This can be something soft that you can use to squeeze or mess about with when you are feeling stressed or anxious. It is something that has no feelings or cannot be hurt, so you do not need to worry about how it feels afterwards. You can take all your stresses out on it.

- **Blu-Tac** – this is amazing to use, you can squash it, squeeze it, pull it, roll it and destroy it when you are feeling stressed. Again, it has not feelings and you can do whatever you want to it without it getting hurt or hurting its feelings.
- **A stress jar/bottle** – This little craft activity is amazing, and it belongs to you. You mix warm water and some PVA glue in your chosen jar/bottle. You then add glitter, buttons, craft stars or other small craft materials, put the lid on and shake. When you are, feeling stressed, find a safe place, shake your jar/bottle and get all of your stresses out, put it down and watch everything inside move around and begin to settle. Think of it as a storm that is calming down.

Please remember that staff at CVEA are here to support you and you can email them at any time if you need help or have any concerns or you are worried about anything. We are all here for you and please remember that. Stay safe and please follow the rules, stay at home if you do not need to go out, this will protect our NHS and you and your family.

As promised, on the next page is a daily planner that you can use however you want, feel free to change the times to suit you and your own timetable. This belongs to you and make it your own.

Also, included is a support sheet which identifies tools that you can use to support your remote learning.

There are some resources that you may be able use to support you with any worries or concerns that you may have.

## Home Learning Daily Checklist

Date: \_\_\_\_\_

<b>1</b> 09:00 - 09:50	<u>Subject:</u>  <u>Teacher:</u>	<u>Accessed work on class charts?</u> <u>Joined the 'teams' meeting?</u> <u>Work completed?</u> <u>Has work been submitted/emailed to teacher?</u>
<b>2</b> 09:50 - 10:40	<u>Subject:</u>  <u>Teacher:</u>	<u>Accessed work on class charts?</u> <u>Joined the 'teams' meeting?</u> <u>Work completed?</u> <u>Has work been submitted/emailed to teacher?</u>
<b>3</b> 10:40 - 11:30	<u>Subject:</u>  <u>Teacher:</u>	<u>Accessed work on class charts?</u> <u>Joined the 'teams' meeting?</u> <u>Work completed?</u> <u>Has work been submitted/emailed to teacher?</u>
<b>4</b> 11:30 - 12:45	<u>Subject:</u>  <u>Teacher:</u>	<u>Accessed work on class charts?</u> <u>Joined the 'teams' meeting?</u> <u>Work completed?</u> <u>Has work been submitted/emailed to teacher?</u>
<b>5</b> 12:45 - 13:40	<u>Subject:</u>  <u>Teacher:</u>	<u>Accessed work on class charts?</u> <u>Joined the 'teams' meeting?</u> <u>Work completed?</u> <u>Has work been submitted/emailed to teacher?</u>
<b>6</b> 13:40 - 14:30	<u>Subject:</u>  <u>Teacher:</u>	<u>Accessed work on class charts?</u> <u>Joined the 'teams' meeting?</u> <u>Work completed?</u> <u>Has work been submitted/emailed to teacher?</u>

**KS3 students to take lunch from 12:15 to 12:45**

**KS4 students to take lunch from 13:00 to 13:30**

### Tools to support you accessing work

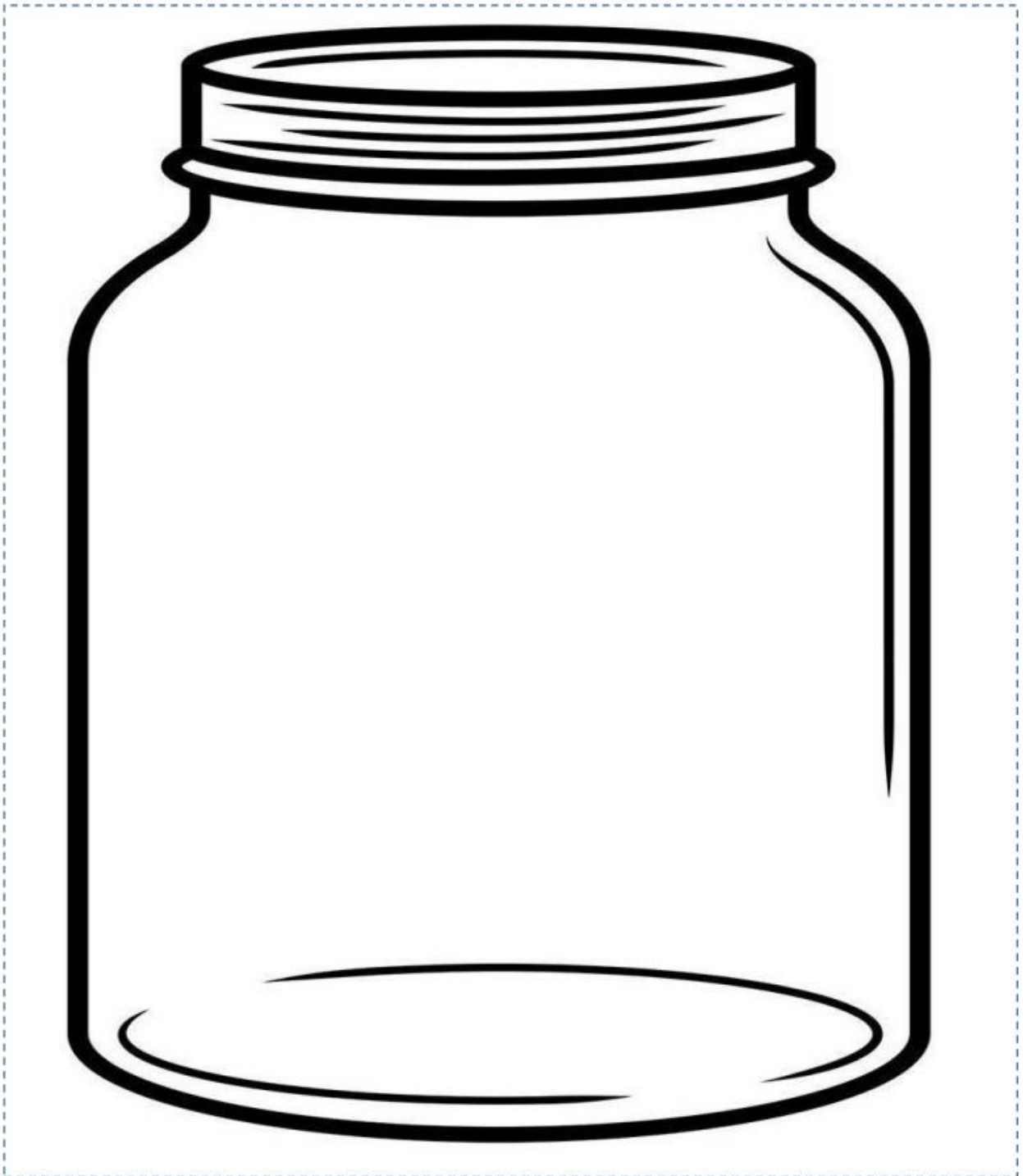
There are tools available to help you work around any challenges that you may face when accessing remote learning.

Below are some useful tools that you will find available.

Issue	Solution
I am struggling to read all of the words on a worksheet in Word.	<p>Use 'Immersive Reader' in Word.</p> <ul style="list-style-type: none"> <li>• Click on 'view' on the tool bar.</li> <li>• Click 'Immersive Reader' then 'Read Aloud'.</li> <li>• On the right-hand side it gives you options to start and stop and even change the speed. If you click on a word and press play it will start from that word.</li> <li>• You can also highlight a line or a word that you would like to be read.</li> </ul>
I am struggling to read the work; I usually use a coloured overlay.	<p>In Word:</p> <ul style="list-style-type: none"> <li>• Click on 'Design' on the tool bar.</li> <li>• Click on 'page colour' and you can change the background of the page.</li> </ul> <p>In PowerPoint</p> <ul style="list-style-type: none"> <li>• Click on 'Design' on the tool bar.</li> <li>• Click on 'format background' and you can change the background of the slide.</li> </ul> <p>Download the free Colorveil programme to support you  <a href="https://www.aurelitec.com/colorveil/windows">https://www.aurelitec.com/colorveil/windows</a></p>
I am struggling to type up my work.	<p>In Word:</p> <ul style="list-style-type: none"> <li>• Click on the 'home' tab.</li> <li>• Click 'dictate'.</li> <li>• Click where you would like to start typing and speak. Check to make sure it has picked up what you have said correctly.</li> </ul>

### Worry Jar

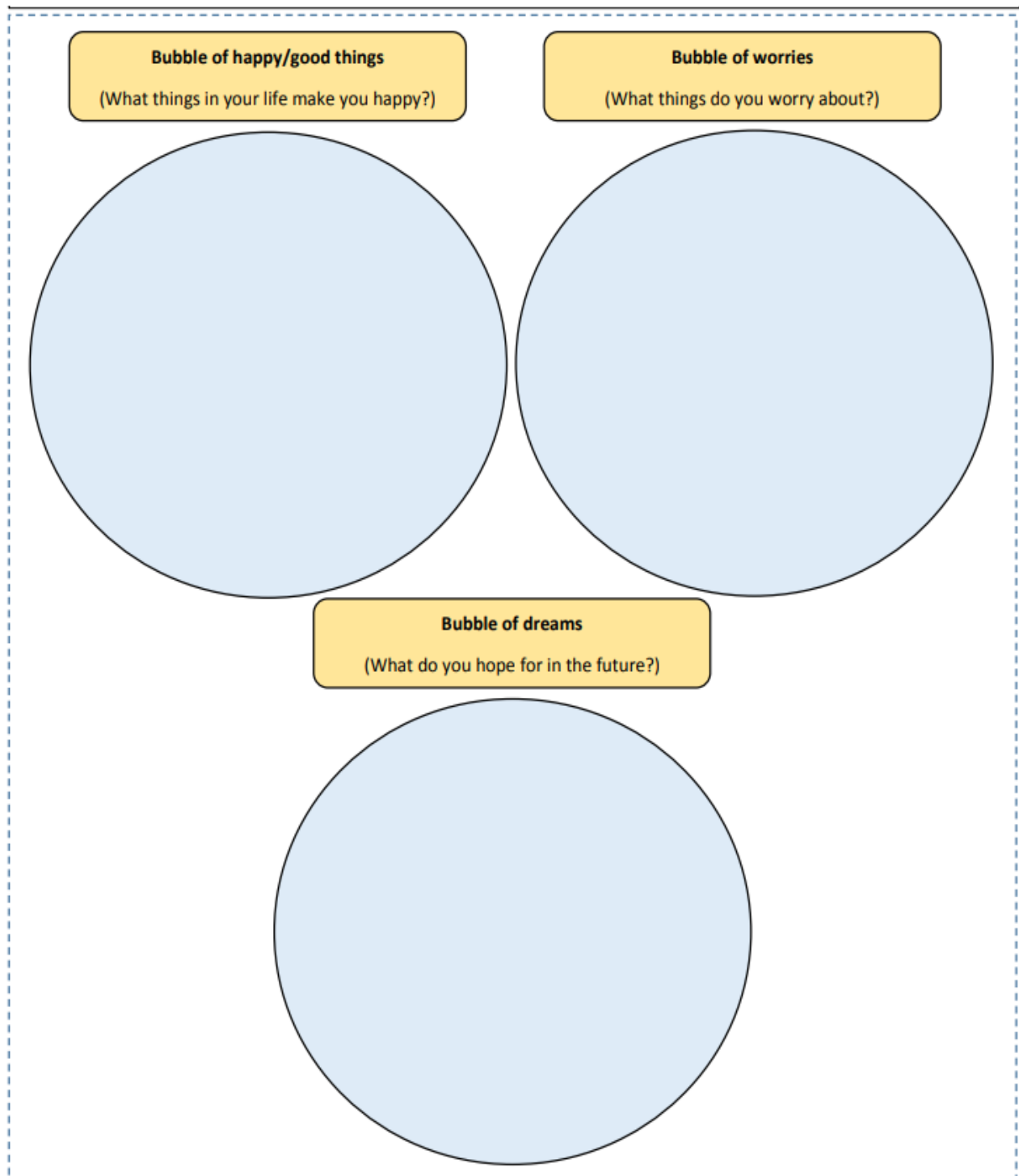
This is a worry jar, if you are feeling stressed and worried about something then put it in the jar by writing it down. The top of the jar is sealed so that they worry cannot get out of it. Once it is locked in the jar it is time to think about the positives and negative or the worry and there can be positives that come from a worry, write these down and use two different colours to write them down. Choose your favourite colour for the positives and another colour for the negatives. If you want, you can even share your worry with someone else, so they can help you.



### Three Bubbles

This is an adaptation on something that is used to help you find a balance on positive and negative thoughts or things that are affecting people. It also looks to the future and gets us thinking about how positive thoughts and actions can lead to a positive future and opportunities.

Fill in the bubbles below and think about how good things could be and then begin to plan for the future. You can work on the worries that you have, remember it is good to talk about things with people and it can help to get your worried out.



The worksheet is enclosed in a dashed blue border. It features three yellow rounded rectangular labels and three light blue circles. The labels are: 'Bubble of happy/good things (What things in your life make you happy?)' at the top left, 'Bubble of worries (What things do you worry about?)' at the top right, and 'Bubble of dreams (What do you hope for in the future?)' at the bottom center. The circles are arranged with two at the top and one at the bottom.

**Bubble of happy/good things**  
(What things in your life make you happy?)

**Bubble of worries**  
(What things do you worry about?)

**Bubble of dreams**  
(What do you hope for in the future?)

## My worries and dealing with them

This sheet is to try and help you think about your worries and then think of things you can do to help you or make these worries seem a little less scary. The aim is that you try and have more happy and positive thoughts than worries.

Fill in the happy thoughts box first, then the worries box and then the middle box, as your worries go away, cross them out with a pen or pencil.



These are my worries at the moment

This is what I can do to help me  
deal with my worries



These are my happy thoughts